

## Documentation

---

Each college and university will vary in its requirements for the documentation a student with a disability must present to support requests for reasonable and appropriate accommodations. Provision of the documentation to the college or university is the responsibility of the student.

Check with the Disability Services office at the schools you are considering to find out what each school requires.

**Generally, the documentation will need to be completed by a licensed qualified evaluator.**

The person who is considered a qualified evaluator may differ based on the disability. The credentials of the evaluator and the disability being reported should match.

For example, **the following may be a qualified evaluator for the disability** listed:

- **Learning Disabilities** – clinical psychologist or licensed psychologist
- **Visual Impairments** – optometrist, ophthalmologist; low vision specialist
- **Deaf/Hard of Hearing** – licensed audiologist; doctor of audiology
- **ADD/ADHD** – psychiatrist; psychologist; medical doctor
- **Psychiatric conditions** – psychiatrist; psychologist; (may possibly include LCPC or LMSW, depending on qualifications)
- **Physical conditions or chronic medical conditions** – medical doctor; orthopedic surgeon
- **Traumatic Brain Injury or other neurological conditions** – medical doctor; neurosurgeon; neurologist; psychiatrist; psychologist
- **Speech Impairments** – Speech Language Pathologist
- **Autism/Asperger's Syndrome** – psychologist; psychiatrist

**Documentation generally should include the following pieces of information:**

- **Be written on the evaluator's letterhead and signed by the evaluator (including evaluator's qualifications and license number – i.e. John Smith, MD (IL644342))**
- **Diagnosis of the condition/disability, including how diagnosis was made and details on typical progression or prognosis**
- **Functional limitations (impact) of the disability on the learning environment and activities of learning; how has the major life activity been limited?**
- **Names of evaluations or tests used in determining diagnosis**
- **Scores of any evaluations or tests used (usually this is for learning disabilities)**

The documentation can include possible recommendations on accommodations in the learning environment, but the college or university will determine if those accommodations would be reasonable and appropriate for the student in that institution/class/program, etc.

The Individualized Education Plan (IEP) may include some or all of the necessary information; however, it may not be sufficient for a particular college or university – so check with the college you are attending or plan to attend.

A high school IEP or 504 Plan may or may not include enough information for a college or university to determine reasonable and appropriate accommodations.

Some colleges or universities may start a student with basic provisional accommodations for a limited time with limited information from an IEP or 504 Plan from high school while the student acquires more updated, appropriate documentation.